



**CITY OF SAN ANTONIO  
REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
CIVIL ENGINEERING SERVICES  
For 2007 General Obligation Bond Savings Projects**

**AMENDMENT #2,**

**July 6, 2011**

**Amendment #2 includes the responses to questions received in the Pre-submittal meeting as well as questions that were received in writing and revisions to solicitation documents and/or required forms.**

<b>I. QUESTIONS AND CLARIFICATIONS TO RFQ</b>
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1. Will the Hausman Rd Project follow the existing alignment or will parts of it be realigned?

**Response:** The current conceptual scope includes realignment of a part of Hausman Rd.

2. Will any additional right of way be required for the Hausman project?

**Response:** Yes.

3. Is there a schematic or project sheet available for the Hausman Rd project that can be provided?

**Response:** There is not a schematic for Hausman Rd. The design services that are a part of this RFQ include the development of a schematic for Hausman Rd. There is not a project sheet available with any more information outside of what is provided in the RFQ.

4. How many contracts will be awarded for this RFQ?

**Response:** There is possibility that that up to five (5) contracts may be awarded in response to this RFQ. However, the City reserves the right to award contracts that are most advantageous to the City.

5. Page 7 of RFQ – states all pages should be number – does this include Resumes?

**Response:** No, all pages except resumes should be numbered.

6. Organization Charts – Can 11x17 folded be included – i.e. organizational chart and/or schedules?

**Response:** Yes, an organizational and/or schedule will be accepted on an 11x17 folded sheet.

7. Will we need geotechnical and environmental services for this contract?

**Response:** Please refer to question 4 of the Amendment 1.

8. Is the organizational chart part of the 13 page count?

**Response:** Yes, the organization chart is counted toward the 13-page limitation.

9. What type of site work is the City expecting on these projects?

**Response:** Site work is unlikely for all projects except Hausman. If site work is necessary for Hausman the City is seeking a team who is capable.

10. Are prime firms being looked at or are you looking at subcontractors experience as well?

**Response:** Prime firm experience is being considered. However, subcontractors can be identified as key personnel and their experience can be outlined in the requested evaluation criteria.

11. Do you anticipate a Preliminary Engineering Report on Hausman or on the other projects?

**Response:** We will probably need a Traffic Engineering Report for Hausman.

12. Resumes – is there a maximum number on resumes?

**Response:** There is a 1 page maximum per resume. You may submit resumes for each key personnel member assigned to this project.

13. If you need more than 2 pages for organizational chart –does it count towards the 13 pages?

**Response:** Yes.

14. Will cover letters be accepted or should we stick to the outline of the RFQ?

**Response:** All firms are expected to follow the outline of the requested information in the RFQ. Please refer to Submittal Document Requirements on page 5 of the RFQ.

15. Is the Discretionary Contracts Disclosure (DCD) Form required for both prime consultant and subconsultant?

**Response:** Yes, both prime and subconsultant are required to submit a DCD form.

16. Do we need to turn in the subcontracting percentages with the SOQ?

**Response:** Every firm must turn in a SBEDA Subcontractor/Supplier Utilization Commitment Form (form 5) affirming they will subcontract 20% to certified SBE subcontractors or they will be considered non-responsive. If your firm is selected, you will then be required to submit the SBEDA Utilization Plan with subcontracting percentages.

17. In Amendment #1 there was a question with regard to the Project sheets “Three (3) projects completed within the last three years...”

The response was COSA considered completed and operational to be the definition of “Completed”.

When considering the size of the sample project, the time period of other Bond projects and construction funding issues .....for one firm to have three projects designed and through construction in three years is difficult.

A year design for this type of project is common, and two years construction would place most projects outside this 3 year window, much less if there was a funding delay outside of a consultants control.

RFQ: **CIVIL ENGINEERING SERVICES**

RFQ-CIMS0612

Can a clarification be provided on the project sheet as to why the project was not finalized and operational in the last three years and be sufficient to be included?

**Response:** After further review of the question, the Project Team has decided to accept three completed City projects and removed the time limit of “within the last three years”.

18. RFQ Section VII, page 7, Middle of paragraph at top of page states “Margins shall be no less than 1” around the perimeter of each page.” I appreciate the need for simplicity and consistency, but the 1” margin format restriction on all 4 sides of the pages submitted in the SOQ, particularly resumes and project sheets limited to 1 page each, is just enough restriction to force a respondent to leave out information that is essential to answering information requested in the RFQ. Would the City consider a change to the margin requirements that would instead allow the following margins: 1” left margin, ½” top & bottom & right margin?

**Response:** The Project Team is willing to accept the margin change.

19. In Section IX. “Evaluation Criteria” is the information provided limited to the Prime Firm only for sub-sections A, B, and C or only for sub-section A? Can we provide our sub-consultants qualifications, projects, key personnel, and experience with the San Antonio region as well in the write up of our Statement of Qualifications. Does the experience, qualifications, and projects of our sub-consultants count in the evaluation criteria the same as that of the prime firm?

**Response:** If the subconsultant is a key part of your team then they may be included in sections A and C of the Evaluation Criteria but section B is recommended for the prime firm only.

## II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. In the Table of Contents of the RFQ, which reads:

“Form 5 – SBEDA SBE Prime Contract Program Commitment Form.”

Is amended to read:

“Form 5 – SBEDA Subcontractor/Supplier Utilization Commitment Form.”

2. In section I. Background of the RFQ, the chart describing the budget adjustment which reads:

PROJECT	CITY COUNCIL DISTRICT	BUDGET	SCOPE (for budgeted funds)
Hausman Road	8	\$1,660,000	Design Phase
<b>Roosevelt Drainage</b>	<b>3</b>	<b>\$1,200,000</b>	Total Budget
<b>Espada Road</b>	3	\$1,050,000	<b>Total Budget</b>
Lord Road	2	\$1,550,000	Design Phase
<b>Goliad Drainage</b>	<b>3</b>	<b>\$3,000,000</b>	Design Phase

Is amended to read:

PROJECT	CITY COUNCIL DISTRICT	BUDGET	SCOPE (for budgeted funds)
Hausman Road	8	\$1,660,000	Design Phase
<b>Roosevelt Drainage</b>	<b>3</b>	<b>\$2,100,000</b>	Total Budget
<b>Espada Road</b>	3	\$1,050,000	<b>Design Phase</b>
Lord Road	2	\$1,550,000	Design Phase
<b>Goliad Drainage</b>	<b>3</b>	<b>\$1,500,000</b>	Design Phase

**3. In section V. Submittal Document Requirements of the RFQ, paragraph K., which reads:**

“LETTERS OF REFERENCE – Indexed and labeled as Tab “9”. Respondent may provide a maximum of five (5) letters of reference.”

**Is amended to read:**

“LETTERS OF REFERENCE (Required) – Indexed and labeled as Tab “9”. Respondent must provide a maximum of five (5) letters of reference.”

**4. In section IX. Evaluation Criteria, Paragraph A of the RFQ, which reads:**

**“A. Experience of the Prime Firm and Key Personnel (40%)”**

**Is amended to read:**

**“A. Experience of the Prime Firm and Key Personnel (50%)”**

**6. In section IX. Evaluation Criteria, Paragraph C of the RFQ, which reads:**

**“C. Team’s Experience with San Antonio Region Issues and past experience with City of San Antonio contracts (30%)”**

**Is amended to read:**

**“C. Team’s Experience with San Antonio Region Issues and past experience with City of San Antonio contracts (20%)”**

**7. In section IX. Evaluation Criteria, paragraph A2 which reads:**

**“Project Sheets:** Utilizing a one page project sheet for each, identify three (3) projects completed within the last three years by your firm.”

**Is amended to read:**

**“Project Sheets:** Utilizing a one page project sheet for each, identify three (3) projects completed for the City by your firm.”

<b>END OF REVISIONS</b>
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No other items, dates, or deadlines for this RFQ are changed.